



SMALL BUSINESS – RETURN TO WORK ESSENTIALS SERVICE

“This is our first claim and we don’t know what to do to support our employee”

The Small Business – Return to Work Essentials Service is designed to meet the specific needs of small employers (employers with less than \$1 million in remuneration) by providing them with support, advice and practical assistance soon after a WorkSafe claim is registered, helping them to better manage their claim and injured worker’s return to work.

The objective of this service is to promote the early, safe and sustainable return to work of injured workers by providing a high quality, tailored service to small employers early in the life of a WorkSafe claim that involves time off work.

The service is a one off meeting with an independent Return to Work Essentials Consultant at the workplace. It is delivered in the first few weeks after a WorkSafe claim is lodged and is in addition to the ongoing support provided by Gallagher Bassett.

How can I find out about this service?

Gallagher Bassett will contact eligible small employers to offer the service and seek the employer’s agreement to meet with a Return to Work Essentials Consultant at the employer’s worksite. Participation in the Small Business – Return to Work Essentials service is voluntary.

If you have not been contacted by Gallagher Bassett and you believe this service may assist you, please contact your case manager at Gallagher Bassett to discuss whether you are eligible and how this service may assist you and your business.

Benefits of the service

- provides support for small Victorian businesses managing WorkSafe claims
- helps small employers seek reimbursement of weekly payments
- provides assistance to small employers in meeting their return to work obligations
- early assistance usually results in better outcomes and an early return to work in suitable employment can lead to a quicker recovery

We manage claims... better



The service began in January 2009 and Gallagher Bassett has received positive feedback from small employers who have used the service.

Where is the service delivered?

The service is conducted at the employer’s business premises and usually takes about 2 hours.

What does the service provide?

The Return to Work Essentials Consultant will provide the employer with advice, support and practical assistance on:

- managing your WorkSafe claim
- assisting your worker in their return to work
- assist in the planning of a workers return to work
- assist in identifying suitable employment

The Return to Work Essentials Consultant will assist you in completing the following documents:

- Return to Work Arrangement template
- Reimbursement forms
- Electronic Funds Transfer forms

Who pays for the service?

The cost of the service will be allocated as a claims cost.

Where to get more information

If you have any questions about this service, please contact us on freecall 1800 774 377.

“I want to make sure we do the right thing but there is so much paperwork to complete”

“I want to help my worker return to work but I don’t know how”

